

MADERA COUNTY

BUYER I

BUYER II

DEFINITION

Under supervision (Buyer I) or general supervision (Buyer II), to perform a variety of purchasing duties involved in the procurement of equipment, materials, and services; to provide assistance to County Departments concerning purchasing procedures and policies; to do related work as required.

SUPERVISION EXERCISED

Buyer I

Exercises no supervision.

Buyer II

May exercise technical and functional supervision over lower level staff.

DISTINGUISHING CHARACTERISTICS

Buyer I—This is the entry level in the Buyer class series. Positions at this level usually perform most of the duties required of the positions at the Buyer II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Buyer II—This is the full journey level in the Buyer class series. Positions at this level are distinguished from the Buyer I level by the performance of the full range of duties as assigned, working independently and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Positions in this class series are flexibly staffed and positions at the Buyer II level are normally filled by advancement from the Buyer I level. When filled from the outside, the employee is required to have prior related experience which allows the employee to meet the qualification standards for the Buyer II level.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assumes responsibility for the ordering of materials, services, and equipment needed for County operations; communicates and interprets purchasing policies and procedures; gathers, interprets, and investigates data relative to purchasing problems; confers with County departments and evaluation requisitions for materials, supplies, and equipment; makes recommendations relative to Department requests; develops bid specifications, examines and evaluates bid proposals, and recommends bid awards; reviews bids for acceptability; negotiates agreements or contracts for commodities or

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (continued)

services for which competitive bidding is not appropriate; monitors contracts to ensure vendor compliance; researches and locates sources of supply, compares costs and evaluates quality and suitability of products, and purchases services, supplies, and equipment; interviews and evaluates vendors.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Buyer I

Knowledge of:

General purchasing policies and procedures.
English usage, spelling, vocabulary, grammar, and punctuation.
Modern office methods, practices and procedures.
Indexing, filing, record keeping methods and procedures.
Basic mathematical principles.

Skill to:

Operate modern office equipment including computer equipment.

Ability to:

Learn Madera County administrative and purchasing procedures, policies, and regulations.
Learn functions and operations of all County departments.
Learn the types of materials, supplies, and equipment commonly used in local government agencies.
Evaluate quality and price of products to judge suitability of goods and alternatives offered.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the

knowledge, skills, and abilities would be:

Experience:

One year of technical purchasing experience.

Training:

Equivalent to the completion of the twelfth grade supplemented by course work in purchasing, bookkeeping, or accounting.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment.

Buyer II

In addition to the qualifications for Buyer I:

Knowledge of:

Madera County administrative and purchasing procedures, policies, and regulations.
Functions and operations of all County departments.
Types of materials, supplies, and equipment commonly used in local government agencies.

Ability to:

Audit claims and invoices.
Organize, research, and compile data and information.
Confer with various departments regarding service and supply needs.
Disseminate information and make recommendations.
Negotiate agreements for commodities and services.
Research, develop, review, and make recommendations on technical and non-technical bids.
Perform the full range of purchasing and contract assignments.
Research department needs.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Two years of responsible purchasing experience comparable to that of a Buyer I with Madera County.

Training:

Equivalent to the completion of the twelfth grade supplemented by course work in purchasing, bookkeeping, or accounting.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment.

Date: February, 2000.